

Southern Wine & Spirits of New York

PERSONNEL ACTION NOTICE

EFFECTIVE DATE:

5/9/16

Sap Number

32468

Position Number (if change
in position)

10034632

From

To

☐ Union☐ Non-Union☐ Union☐ Non-Union

LAST NAME

SUAREZ

FIRST

MARIA

MIDDLE

STATUS CHANGE

☐ Salary Change☐ Promotion☒ Reclassification☐ Transfer☐ New Position☐ Replacement☐ Bonus☐ Leave of Absence

Reason Code:

FROM

TO

MANAGER

DIVISION/CO. CODE

DEPARTMENT/SUB AREA/ WORKSITE #

POSITION OR JOB TITLE

WMI ADMINISTRATOR

WORK SCHEDULE/SHIFT

RATE OR SALARY

\$75,000

☐ Hourly☒ Salary

FOR SAPPHIRE USE

SALES NUMBER

TEAM NUMBER

MISC. MARKET # (KAM, FINE WINE,
CHANNEL)

FOR TERMINATIONS ONLY:

☐ Voluntary☐ Involuntary

Reason:

REMARKS:

DUE TO WMI

APPROVED

Manager:

Print and sign name for approval

Date

Department Head:

Print and sign name for approval

Date

Division VP:

Print and sign name for approval

Date

*GM/EVP (salary adjustments only): Print and sign name for approval

Date

Human Resources:

Print and sign name for approval

Date

Human Resources Processed:

Payroll Processed:

CONFIDENTIAL

SGWS 001485

Sum
to payroll
5/5/16